

LICENSE RENEWAL INFORMATION

1. The Township of Nutley Ordinance (Chapter 217) requires that any person who shall own, keep or harbor a dog or cat of licensing age (seven months and over) shall, in the month of April of each year, apply for and receive from the Township Clerk a license along with an official metal registration tag for each such dog or cat. The registration tag shall be attached to each dog/cat collar or harness.
2. All dog and cat licenses expire on April 30 each year. **IF YOUR PET IS DECEASED OR NO LONGER OWNED BY YOU, PLEASE CHECK THE BOX OF YOUR RENEWAL NOTICE AND RETURN THE FORM.**
3. Dogs used as guides for disabled persons and commonly known as “Seeing Eye” dogs shall be licensed and registered as other dogs, except that the owner or keeper of such dog **shall not be required to pay a fee.**
4. **To issue your pet’s license, we must receive proof that your pet has been properly vaccinated for rabies and that such vaccination is current through February 2025 as per N.J.A.C. 8:23A-4.3.**
5. Please review your pet’s rabies and neuter status. If there have been any changes since the last renewal period, please provide a copy of the required veterinarian certificate so that our records can be updated accordingly. **Your application cannot be processed without this information.**
6. You may submit your application online at www.nutleynj.org, in person, or via mail. When mailing your application, please RETURN THE ENTIRE FORM, marked with any necessary changes, a copy of the rabies certificate along with a check or money order made payable to the **Township of Nutley**. Please send it to the **Attention of the Municipal Clerk at the Township of Nutley, One Kennedy Drive, Nutley, New Jersey 07110**. Please enclose a **self-addressed, stamped envelope** for the return of your documents and registration tag.

Failure to license your dog would result in the issuance of a summons.

For your convenience, a drop box is located on the side of Town Hall by the Park Oval.

OUR LICENSING FEES ARE AS FOLLOWS:

Spayed/Neutered Dog & Cat Licenses \$15.00	For Senior Citizens 65 years of age and over:
Non-Spayed/Neutered Dog & Cat Licenses \$18.00	Spayed/Neutered Dog & Cat Licenses \$12.00
	Non-Spayed/Neutered Dog & Cat Licenses \$15.00

FREE RABIES IMMUNIZATION CLINIC

The Free Rabies Immunization Clinic, provided by the Department of Public Affairs, will take place at the Nutley Firehouse on 228 Chestnut Street on the following dates:

Monday, April 29, 2024 at 4:30 P.M. – 8:30 P.M.

Note: We will accept pet applications and license fees during the date of the clinic.

IMPORTANT FOR CASH PAYMENT: PLEASE BRING THE EXACT AMOUNT.

WE DO ACCEPT CREDIT CARD PAYMENTS.

If you have any questions, please feel free to call the Municipal Clerk’s Office 973-284-4955 or email epettas@nutleynj.org

Sincerely,

Eleni Pettas

Eleni Pettas, RMC, CMC
Municipal Clerk



Thomas J. Evans
Director

TOWNSHIP OF NUTLEY
DEPARTMENT OF REVENUE, FINANCE
AND CODE ENFORCEMENT
ONE KENNEDY DRIVE
NUTLEY, NEW JERSEY 07110
Telephone No. 973-284-4997



Eleni Pettas, RMC, CMC
Municipal Clerk

March 2024

Dear Resident and Pet Owner,

It's time to renew the license for your dog or cat. Our goal, as always, is to make the renewal process as easy as possible for you. For your convenience, you are now able to register and pay for your new or renewal animal license online. We will start accepting online applications and payments starting April 1, 2024. Please visit our website at www.nutleynj.org for more details. A **QR Code** is provided for your use.

Once again, the Department of Public Affairs will host a free rabies clinic at the Nutley main firehouse, 228 Chestnut Street, on Monday, **April 29, 2024** (see reverse side for more details). I strongly encourage you to take advantage of the free clinic. **My staff from the Municipal Clerk's Office will be on hand to assist and to accept credit card payments for pet licensing at the clinic. If you choose to pay by cash, please bring the exact amount with you. You may also pay by check payable to the Township of Nutley.** I have a great staff who are fully prepared and ready to assist you as the need may arise. My staff will be on site to assist anyone needing help with their pet license renewal.

On the reverse side of this letter, you will find important information that will help you to complete your application. Please be sure to bring proof of your pets' current rabies vaccination through February 2025.


The Municipal Clerk's Office, located at One Kennedy Drive, will remain open from 8:00 AM through 8:00 PM on Tuesday, April 23rd & Tuesday April 30th for residents to register their pets.

Benefits of Licensing Your Pet

- Licensing will ensure that pets are vaccinated against rabies, which is a terrible disease that can be fatal.
- A pet's license is a way to ensure your pet gets home safely if it gets lost. The license tag is an easy way for authorities to identify and contact a pet's owner.
- Pet licensing money stays in your community to help rabies clinic and Animal Control Services.

If you should need additional information or if you simply have a question, please contact the Municipal Clerk's Office at 973-284-4955 or visit the Township Website at www.nutleynj.org.

Most Respectfully,


Thomas J. Evans
Commissioner